

**United States Bankruptcy Court
District of Delaware**

QUICK REFERENCE GUIDE TO AGENDAS AND HEARING BINDERS

This chart is intended to be a reference tool for counsel preparing hearing agendas and binders.
Each judge's chambers procedures should be referenced frequently for updates (available on the Court's website ~ www.deb.uscourts.gov).
Any case management order or administrative order supercedes the instructions in this reference guide.

| NOTICE OF AGENDA OF MATTERS SCHEDULED FOR HEARING | | | | | | | | |
|--|-------|--|----------|----------|-----------|---|------------------|---|
| PREPARATION OF AGENDA | | | | | | | | |
| <p>REFER TO LOCAL RULE 9029-3 HEARING AGENDA REQUIRED USE LOCAL FORM 111 INCLUDE DATE FILED AND DOCKET NUMBER INCLUDE RESPONSE DEADLINE AND ANY EXTENSIONS LIST FEE APPS IN EITHER THE UNCONTESTED MATTERS GOING FORWARD OR CONTESTED MATTERS SECTION INDEX OF PLEADINGS FROM FEE APP BINDER MAY BE ATTACHED TO AGENDA AS AN EXHIBIT FOR THE UNCONTESTED FEE APPS LIST OBJECTIONS TO CLAIMS AND RESPONSES IN EITHER THE UNCONTESTED MATTERS GOING FORWARD OR CONTESTED MATTERS SECTION INDEX OF PLEADINGS FROM OBJS. TO CLAIMS BINDER MAY BE ATTACHED TO AGENDA AS AN EXHIBIT FOR THE UNCONTESTED OBJS. TO CLAIMS BE DETAILED IN STATUS LINE (INCLUDING STATUS OF <u>ALL</u> CLAIMS INCLUDED IN OMNIBUS OBJECTIONS) SUBMIT TO CHAMBERS IN MATTERS GOING FORWARD AND CNO BINDER (NOT PIECEMEAL) NOTE: AGENDA MUST BE E-FILED PRIOR TO DELIVERING TO CHAMBERS IN THE MATTERS GOING FORWARD AND CNO BINDER NOTE: NO ADDITIONS/ CORRECTIONS PAST DEADLINE FOR SUBMITTING MATTERS GOING FORWARD BINDERS ABSENT PRIOR JUDGE APPROVAL</p> | | | | | | | | |
| WHEN TO DELIVER | | | | | | | | |
| WALRATH | WALSH | SHAPERO | PETERSON | SULLIVAN | ROSENTHAL | WIZMUR | LYONS | CAREY |
| NO LATER THAN 12:00 NOON, 2 BUSINESS DAYS PRIOR TO HEARING DATE | | NO LATER THAN 12:00 NOON, 7 BUSINESS DAYS PRIOR TO HEARING DATE. ALSO, E-MAIL COPY TO COURTROOM DEPUTY | | | | NO LATER THAN 12:00 NOON, 2 BUSINESS DAYS PRIOR TO HEARING DATE | | NO LATER THAN 12:00 NOON, 5 BUSINESS DAYS PRIOR TO HEARING DATE |
| WHERE TO DELIVER | | | | | | | | |
| WALRATH | WALSH | SHAPERO | PETERSON | SULLIVAN | ROSENTHAL | WIZMUR | LYONS | CAREY |
| DELAWARE CHAMBERS | | | | | | CAMDEN CHAMBERS | TRENTON CHAMBERS | PHILA CHAMBERS |

BINDER BASICS (APPLIES TO ALL BINDERS)

FRONT AND SPINE OF ALL BINDERS MUST BE LABELED AS FOLLOWS:

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|---|
| TITLE OF BINDER CASE NAME AND NUMBER HEARING DATE AND TIME NAME OF FIRM NAME NUMBER SEQUENCE IF MULTIPLE BINDERS (I.E. 1 OF 4) |
|---|

MUST BE IN GOOD CONDITION
CHECK CLASPS! (MUST BE SECURE)
MAXIMUM WIDTH OF 3 INCHES PER BINDER
DO NOT OVERSTUFF - MAY USE MULTIPLE BINDERS
FIRST DOCUMENT SHOULD BE AGENDA OR INDEX OF PLEADINGS
ALL DOCUMENTS SHOULD BE IN ORDER OF AGENDA/INDEX
DOCKET NUMBER AND DATE FILED MUST BE WRITTEN ON BOTTOM RIGHT OF 1ST PAGE OF ALL DOCUMENTS
ONLY INCLUDE SUBSTANTIVE DOCUMENTS AND PROPOSED ORDERS
DOCUMENTS SHOULD BE UNBOUND
DOCUMENTS MUST BE TABBED ACCORDING TO AGENDA/INDEX

IT IS THE RESPONSIBILITY OF DEBTOR'S COUNSEL TO SUBMIT BINDERS WHENEVER A HEARING AGENDA IS FILED (REFER TO LOCAL RULE 9029-3)

FIRST DAY HEARING BINDER

PREPARATION OF FIRST DAY HEARING BINDER

INDEX OF PLEADINGS SHOULD BE FIRST DOCUMENT
INCLUDE PETITION(S)
INCLUDE ALL MOTIONS WITH PROPOSED ORDERS
INCLUDE DECLARATION IN SUPPORT OF FIRST DAY MOTIONS
DOCKET NUMBER AND DATE FILED MUST BE WRITTEN ON BOTTOM RIGHT OF 1ST PAGE OF ALL DOCUMENTS
EACH DOCUMENT TO BE TABBED, CORRESPONDING WITH INDEX
NOTE: SEE BINDER BASICS SECTION FOR GENERAL INSTRUCTIONS WHICH APPLY TO THE PREPARATION OF ALL BINDERS
NOTE: BRING A COPY OF EACH ORDER WITH THE RELATED DOCKET NUMBER TO COURT (BOUND BY CLIP)

WHEN TO DELIVER

IMMEDIATELY AFTER E-FILED. IF FILED AFTER HOURS, MUST BE DELIVERED AT 8:00 A.M. THE FOLLOWING BUSINESS DAY.

WHERE TO DELIVER

CLERK'S OFFICE

MATTERS GOING FORWARD BINDER

PREPARATION OF MATTERS GOING FORWARD BINDER

AGENDA SHOULD BE FIRST DOCUMENT
 INCLUDE ALL MATTERS GOING FORWARD WITH PROPOSED ORDERS
 DOCKET NUMBER AND DATE FILED MUST BE WRITTEN ON BOTTOM RIGHT OF 1ST PAGE OF ALL DOCUMENTS
 EACH DOCUMENT TO BE TABBED, CORRESPONDING WITH AGENDA
NOTE: SEE BINDER BASICS SECTION FOR GENERAL INSTRUCTIONS WHICH APPLY TO THE PREPARATION OF ALL BINDERS
NOTE: BRING A COPY OF EACH ORDER WITH THE RELATED DOCKET NUMBER TO COURT (BOUND BY CLIP)

WHEN TO DELIVER

| WALRATH | WALSH | SHAPERO | PETERSON | SULLIVAN | ROSENTHAL | WIZMUR | LYONS | CAREY |
|---|-------|--|----------|----------|-----------|---|---------------------|---|
| NO LATER THAN 12:00 NOON, 2 BUSINESS DAYS PRIOR TO HEARING DATE | | NO LATER THAN 12:00 NOON, 7 BUSINESS DAYS PRIOR TO HEARING DATE | | | | NO LATER THAN 12:00 NOON, 2 BUSINESS DAYS PRIOR TO HEARING DATE | | NO LATER THAN 12:00 NOON, 5 BUSINESS DAYS PRIOR TO HEARING DATE |
| WHERE TO DELIVER | | | | | | | | |
| WALRATH | WALSH | SHAPERO | PETERSON | SULLIVAN | ROSENTHAL | WIZMUR | LYONS | CAREY |
| DELAWARE CHAMBERS | | | | | | CAMDEN CHAMBERS | TRENTON CHAMBERS | PHILA CHAMBERS |

| CNO BINDERS | | | | | | | | |
|--|-------|--|----------|----------|-----------|---|---------------------|---|
| PREPARATION OF CNO BINDERS | | | | | | | | |
| AGENDA SHOULD BE FIRST DOCUMENT INCLUDE ALL MOTIONS ON AGENDA TO WHICH NO RESPONSE HAS BEEN FILED WITH COPY OF CNO AND SEPARATE PROPOSED ORDER DOCKET NUMBER AND DATE FILED MUST BE WRITTEN ON BOTTOM RIGHT OF 1 ST PAGE OF ALL DOCUMENTS EACH DOCUMENT TO BE TABBED, CORRESPONDING WITH AGENDA, i.e. (1) Motion, (a) CNO, (b) Proposed Order NO PARTIES OTHER THAN DEBTORS COUNSEL SHOULD SUBMIT CNOs FOR MATTERS LISTED ON AGENDA CERTIFICATIONS OF COUNSEL MAY BE INCLUDED IN CNO BINDER IF REPLACING A CNO NOTE: SEE BINDER BASICS SECTION FOR GENERAL INSTRUCTIONS WHICH APPLY TO THE PREPARATION OF <u>ALL</u> BINDERS | | | | | | | | |
| WHEN TO DELIVER | | | | | | | | |
| WALRATH | WALSH | SHAPERO | PETERSON | SULLIVAN | ROSENTHAL | WIZMUR | LYONS | CAREY |
| NO LATER THAN 12:00 NOON, 2 BUSINESS DAYS PRIOR TO HEARING DATE | | NO LATER THAN 12:00 NOON, 7 BUSINESS DAYS PRIOR TO HEARING DATE | | | | NO LATER THAN 12:00 NOON, 2 BUSINESS DAYS PRIOR TO HEARING DATE | | NO LATER THAN 12:00 NOON, 5 BUSINESS DAYS PRIOR TO HEARING DATE |
| WHERE TO DELIVER | | | | | | | | |
| WALRATH | WALSH | SHAPERO | PETERSON | SULLIVAN | ROSENTHAL | WIZMUR | LYONS | CAREY |
| DELAWARE CHAMBERS | | | | | | CAMDEN CHAMBERS | TRENTON CHAMBERS | PHILA CHAMBERS |

FEE APPLICATION BINDERS

PREPARATION OF FEE APPLICATION BINDERS

INDEX OF PLEADINGS SHOULD BE FIRST DOCUMENT
 INCLUDE INTERIM/MONTHLY FEE APPS WITH CNOS AND RESPECTIVE QUARTERLY FEE APPS
 GROUP BY FIRM IN ACCORDANCE WITH INDEX
 DOCKET NUMBER AND DATE FILED MUST BE WRITTEN ON BOTTOM RIGHT OF 1ST PAGE OF ALL DOCUMENTS
 EACH DOCUMENT TO BE TABBED, CORRESPONDING WITH AGENDA
NOTE: INCLUDE ANY OBJECTIONS IN THE MATTERS GOING FORWARD BINDER
NOTE: SEE BINDER BASICS SECTION FOR GENERAL INSTRUCTIONS WHICH APPLY TO THE PREPARATION OF ALL BINDERS

WHEN TO DELIVER

| WALRATH | WALSH | SHAPERO | PETERSON | SULLIVAN | ROSENTHAL | WIZMUR | LYONS | CAREY |
|---|--|---------|----------|----------|-----------|--|---|-------|
| NO LATER THAN 12:00 NOON, 5 BUSINESS DAYS PRIOR TO HEARING DATE | NO LATER THAN 2 WEEKS PRIOR TO HEARING DATE | | | | | NO LATER THAN 12:00 NOON, 5 BUSINESS DAYS PRIOR TO HEARING DATE. ONLY SUBMIT A LIST OF FEE APPS TO BE INCLUDED ON AGENDA - NO BINDER REQUIRED | NO LATER THAN 12:00 NOON, 5 BUSINESS DAYS PRIOR TO HEARING DATE | |

WHERE TO DELIVER

| WALRATH | WALSH | SHAPERO | PETERSON | SULLIVAN | ROSENTHAL | WIZMUR | LYONS | CAREY |
|----------------------|-------|---------|----------|----------|-----------|--------------------|---------------------|-------------------|
| DELAWARE CHAMBERS | | | | | | CAMDEN CHAMBERS | TRENTON CHAMBERS | PHILA CHAMBERS |

OBJECTIONS TO CLAIMS BINDERS

PREPARATION OF OBJECTION TO CLAIMS BINDERS

INDEX OF PLEADINGS SHOULD BE FIRST DOCUMENT
 INCLUDE OMNIBUS OBJECTIONS WITH THOSE CLAIMS THAT ARE GOING FORWARD
 INCLUDE DECLARATION OF CLAIMS AGENT
 ON FIRST PAGE OF DOCUMENT, WRITE DOCKET NUMBER AND DATE FILED
 EACH DOCUMENT TO BE TABBED, CORRESPONDING WITH INDEX

NOTE: SEE BINDER BASICS SECTION FOR GENERAL INSTRUCTIONS WHICH APPLY TO THE PREPARATION OF ALL BINDERS

WHEN TO DELIVER

| WALRATH | WALSH | SHAPERO | PETERSON | SULLIVAN | ROSENTHAL | WIZMUR | LYONS | CAREY |
|--|--------------|---|-----------------|-----------------|------------------|---|--------------|--------------|
| NO LATER THAN 12:00 NOON, 10 BUSINESS DAYS PRIOR TO HEARING DATE | | NO LATER THAN 7 BUSINESS DAYS PRIOR TO HEARING DATE | | | | NO LATER THAN 12:00 NOON, 10 BUSINESS DAYS PRIOR TO HEARING DATE | | |

WHERE TO DELIVER

| WALRATH | WALSH | SHAPERO | PETERSON | SULLIVAN | ROSENTHAL | WIZMUR | LYONS | CAREY |
|----------------------|--------------|----------------|-----------------|-----------------|------------------|--------------------|---------------------|-------------------|
| DELAWARE CHAMBERS | | | | | | CAMDEN CHAMBERS | TRENTON CHAMBERS | PHILA CHAMBERS |

JUDGE FITZGERALD

REFER TO PREPARATION OF AGENDA SECTION FOR INSTRUCTIONS ON PREPARING AGENDA
E-MAIL AGENDA TO PITTSBURGH AND DELAWARE (COURTROOM DEPUTY) (NOTE: DO NOT E-MAIL ANYTHING ELSE TO PITTSBURGH)
REFER TO BINDER BASICS SECTION FOR INSTRUCTIONS ON PREPARING BINDERS
DO NOT SUBMIT SEPARATE BINDERS FOR MATTERS GOING FORWARD, CNOS, & OBJECTIONS TO CLAIMS (SUBMIT TOGETHER IN ONE BINDER)
FEE APPS SHOULD BE IN A SEPARATE BINDER OR SUBMITTED IN ACCORDANCE WITH CASE MANAGEMENT ORDER
SUBMIT HEARING BINDERS TO PITTSBURGH & ALSO TO COURTROOM DEPUTY IN DELAWARE (EXCEPTION: DO NOT SEND UNCONTESTED FEE APPS TO C.D.)
ALL BINDERS MUST ARRIVE ONE CALENDAR WEEK BEFORE HEARING UNLESS ORDER STATES OTHERWISE
THE AGENDA ITEM # AND DATE OF HEARING SHOULD APPEAR ON ALL PROPOSED ORDERS IN ADDITION TO RELATED DOCUMENT #
CH. 11 DISCLOSURE STATEMENTS AND PLANS SHOULD BE SENT TO PITTSBURGH IN BINDERS AS SOON AS THEY ARE FILED (NO COPY TO C.D. NEEDED)
IF AMENDING CH. 11 DISCLOSURE STATEMENT OR PLAN, SUPPLY JUDGE WITH BLACKLINED COPY IN BINDER

JUDGE LINDSEY

REFER TO PREPARATION OF AGENDA SECTION FOR INSTRUCTIONS ON PREPARING AGENDA
REFER TO BINDER BASICS SECTION FOR INSTRUCTIONS ON PREPARING BINDERS
ALL DELIVERIES SHOULD BE MADE TO 824 MARKET STREET, 5TH FLOOR
TWO COPIES OF A JOINT PRETRIAL MEMORANDA ARE DUE 10 (TEN) CALENDAR DAYS PRIOR TO TRIAL
EVERY MATTER BEFORE JUDGE LINDSEY REQUIRES AN AGENDA.
TWO COPIES OF THE AGENDA AND/OR HEARING BINDERS ARE DUE 5 (FIVE) BUSINESS DAYS BEFORE THE HEARING
FOR MORE DETAILS, SEE JUDGE LINDSEY'S CHAMBERS PROCEDURES

| ADDRESSES | | |
|--|---|--|
| The Honorable Mary Walrath, Chief Judge United States Bankruptcy Court District of Delaware 824 Market Street, 5 th Floor Wilmington, DE 19801 | The Honorable Paul B. Lindsey United States Bankruptcy Court District of Delaware 824 Market Street, 5 th Floor Wilmington, DE 19801 Courtroom Deputy's E-mail Address Julia_Reincke-Harmon@deb.uscourts.gov | The Honorable Donal D. Sullivan United States Bankruptcy Court District of Delaware 824 Market Street, 6 th Floor Wilmington, DE 19801 Courtroom Deputy's E-mail Address Nancy_Hunt@deb.uscourts.gov |
| The Honorable Peter J. Walsh United States Bankruptcy Court District of Delaware 824 Market Street, 6 th Floor Wilmington, DE 19801 | The Honorable Joel B. Rosenthal United States Bankruptcy Court District of Delaware 824 Market Street, 6 th Floor Wilmington, DE 19801 Courtroom Deputy's E-mail Address Nancy_Hunt@deb.uscourts.gov | The Honorable John L. Peterson United States Bankruptcy Court District of Delaware 824 Market Street, 6 th Floor Wilmington, DE 19801 Courtroom Deputy's E-mail Address Nancy_Hunt@deb.uscourts.gov |
| The Honorable Judith K. Fitzgerald Judge's Address - Pittsburgh Chambers The Honorable Judith K. Fitzgerald United States Bankruptcy Court Western District of Pennsylvania 5490 U.S. Steel Tower 600 Grant Street Pittsburgh, PA 15219 FOR AGENDAS ONLY- Pittsburgh E-Mail Address JKF@pawb.uscourts.gov Courtroom Deputy's Address - Delaware Rachel Bello, Courtroom Deputy United States Bankruptcy Court District of Delaware 824 Market Street, 3 rd Floor Wilmington, DE 19801 Courtroom Deputy's E-Mail Address Rachel_Bello@deb.uscourts.gov | The Honorable Judith H. Wizmur Address for hand delivery and federal express: U.S. Bankruptcy Court Mitchell H. Cohen Courthouse 4th and Cooper Streets Room 2020 Camden, NJ 08101 Address for U.S. Mail: U.S. Bankruptcy Court P.O. Box 2067 Camden, NJ 08101 *send Notice of Completion of Briefing Binder to Nancy Hunt, Courtroom Deputy at: United States Bankruptcy Court District of Delaware 824 Market Street, 6 th Floor Wilmington, DE 19801 | The Honorable Walter Shapero United States Bankruptcy Court District of Delaware 824 Market Street, 6 th Floor Wilmington, DE 19801 Courtroom Deputy's E-mail Address Ginger_Ballek@deb.uscourts.gov |
| | | The Honorable Raymond T. Lyons Clarkson S. Fisher Federal Building & Courthouse 402 East State Street Trenton, NJ 08608 |
| | | The Honorable Kevin J. Carey United States Bankruptcy Court Eastern District of Pennsylvania Robert N. C. Nix, Sr., Federal Courthouse 900 Market Street, Suite 201 Philadelphia, PA 19107 |
| | | Clerk's Office United States Bankruptcy Court District of Delaware 824 Market Street, 3 rd Floor Wilmington, DE 19801 |